

## Environmental Management Procedure (EMP) 4.4.2

### Subject: Environmental Awareness and Competency Training

1. Purpose and Policy: This EMP establishes the procedures to implement policy for properly managing Environmental Awareness and Competency Training.
  - A. Purpose: This EMP establishes the procedures for:
    - (1). Conducting environmental management awareness and competency training.
    - (2). Identifying Activity personnel that require environmental awareness and competency training.
    - (3). Development and updating awareness and competency training: EMP 4.4.2 Tab 2, Environmental Management Training Programs of Instructions (POIs).
  - B. Policy:
    - (1). Awareness Training: Activity Leadership will ensure all personnel are aware of their environmental stewardship responsibilities and key components of the Environmental Management System, such as the Policy and potential consequences if procedures are not followed.
    - (2). Competency Training: All personnel that have positions or duties with potential to affect the environment are required to have competency training to meet the requirements of their primary job functions and any additional duties they are assigned.
2. Document Control: This is a controlled document. Any documents to include blank forms appearing in paper form are not controlled and should be checked against the file version on the Environmental, Safety, and Occupational Health Training Network's (ESOHTN) website (<http://esohtn.com/>) prior to use. Controlled documents are updated required, reviewed at least annually, and re-dated if changed.
3. References:
  - A. JBLE-I 32-101, Environmental Management
  - B. EMP Dictionary
  - C. EMP 4.4.2 Tab 1 Job Titles, Duty Descriptions, and Responsibilities of Key Positions
  - D. EMP 4.4.2 Tab 2 Environmental Management Training Programs of Instructions (POIs)
  - E. EMP 4.4.2 Tab 3 Activity Name Listings
  - F. EMP 4.4.2 Tab 4 Form - AEC, UEC & HWC Appointment FEVA 32-643
  - G. EMP 4.4.2 Tab 5 ESOHTN Log-in & Training Procedures
4. Scope: This EMP applies to all Activities and personnel who work for or on behalf of the installation, including military, civilians, vendors, suppliers, and contractor personnel working directly for the installation or working as a tenant on the installation.
5. Roles and Responsibilities:

- A. The 733d MSG Commander will provide overall guidance and direction for conducting of environmental management awareness and competency training.
  - B. Commanders, Directors and Leaders of Activities will:
    - (1). Ensure personnel within their Activity receive environmental management awareness and competency training on an annual basis.
    - (2). Identify all personnel within their Activity that by virtue of their assignment, primary job functions, and additional duties require environmental competency, skills, or certification.
  - C. Civil Engineer Directorate (CED); Environmental (CEIE) will:
    - (1). Develop or update environmental awareness and competency training.
    - (2). Ensure environmental awareness and competency training is accessible to Activities.
    - (3). Ensure installation personnel have obtained environmental awareness and competency training when performing installation Activity inspections and staff assistance visits.
6. Procedures:
- A. CEIE procedures:
    - (1). During the 3<sup>rd</sup> Quarter of each fiscal year, CEIE will develop or update EMP 4.4.2 Tab 2, Environmental Management Training Programs of Instructions (POIs) and the:
      - (a). Basic Environmental Management Awareness (BEMA) training.
      - (b). Leadership Environmental Management Awareness and Competency (LEMAC) training.
      - (c). By 30 June of each FY Environmental Awareness and Competency Training will be updated. Final updates will be posted to the: ESOHTN website (<http://esohtn.com/>) as soon as practicable thereafter.
    - (2). CEIE will develop, update, review and conduct the Advanced Environmental Management (AEM) course twice annually, generally in March and October. Updated as required by 1 Mar and 1 Oct of each year.
  - B. Activity procedures will:
    - (1). Appoint and ensure training of key Activity additional duty environmental Technical Advisor positions as required and individuals that perform duties that have a risk for detrimental impact on the environment as necessary. Job titles and duty descriptions for these positions are found at EMP 4.4.2. Tab 1.
      - (a). Key Activity additional duty environmental Technical Advisor positions:
        - i. Activity Environmental Coordinators (AEC): Primary and Alternate
          - a. Military Activities: Must be in the grade of Warrant Officer (WO1) or above.
          - b. Government Civilians: Must be in the grade of GS-11 or above or equivalent.
          - c. Contractor: Appropriate Management Level

- d. All commands down to Battalion/Squadron/Division or separate Company/Detachments; and Directorates down to Division/Department levels.
  - e. AECs are required to have an email address and local phone number when available.
  - f. Activities that do not have an AEC must submit a memorandum to the CEIE stating why an AEC has not been appointed and trained signed by the Commander or Director having AEC appointment authority. This is normally, Battalion, Squadron, or Directorate level or higher. The Commander or Director will sign all documents in the absence of an AEC. This action cannot be delegated to subordinates.
- ii. Unit Environmental Coordinator (UEC): Primary and Alternate
- a. Military Activities: Must be in the grade of E-5 or above.
  - b. Government Civilians: Must be in the grade of GS-5 or above or equivalent.
  - c. Contractor: Appropriate Supervisory Level
  - d. All commands below the Battalion/Squadron level; and Directorates below the Division/Department levels depending on organization.
  - e. UECs are required to have an email address and local phone number when available.
- iii. Hazardous Waste Coordinators (HWC):
- a. Military Activities: Must be in the grade of E-5 or above.
  - b. Government Civilians: Must be in the grade of GS-5 or above or equivalent.
  - c. Contractor: Appropriate Supervisory Level
  - d. Will appoint and train a primary and alternate Hazardous Waste Coordinator (HWC) for each TSS, SAS, or Non-Hazardous Satellite Accumulation Area (NHSSs).
  - e. HWCs are required to have an email address and local phone number when available.
- (b). The Commander, Director, or Corporate/Company Officer for Contractors is the AEC appointment authority and signs the FEVA Form 32-643. This is normally, Brigade, Wing, Battalion, Squadron, or Directorate level or higher for government agencies.
- (c). By default, all Warrant Officers and higher; and Government Civilians GS-11 or higher are considered AECs regardless of duty assignments.
- (2). Ensure personnel that operate, service, or maintain vehicles, aircraft, watercraft, or other process equipment that have a risk for detrimental impact on the environment; ensure they are identified and trained appropriately on the specific equipment operations, maintenance, and emergency procedures IAW local SOPs; and operations and maintenance manuals.
- (3). Ensure personnel that perform duties that have a risk for detrimental impact on the environment are identified and trained appropriately.
- (a). Hazardous Materials Handlers (HMH)
  - (b). Universal Waste Handlers (UWH)

- (c). Hazardous Waste Supervisors (HWS)
  - (d). Hazardous Waste Handlers (HWH)
  - (e). Building Recycling and Energy Monitors (BREMs)
  - (f). Recycling Coordinators (RC)
  - (g). Asbestos Abatement Personnel
  - (h). Lead Base Paint (LBP) Abatement Personnel
  - (i). Pesticide Applicators
- (4). Ensure contracts being initiated by Contracting Offices for services or products to be provided to the installation have the following requirements:
- (a). Performance Work Statements (PWS) include:
    - i. Requirements for contractors, subcontractors, and contract personnel to follow JBLE-I 32-101 and EMP 4.4.6.16 Contracting.
    - ii. Ensure EMP 4.4.6.16 Tab 1 JBLE-Eustis Assessment Management Special Conditions and Affirmative Procurement (20150618 ELFSC edits) is included as part of all contracts.
    - iii. Requirement for contractors with contracts for more than 1 year, including option years, appoint a primary and alternate AEC.
  - (b). Ensure identified personnel (Contracting Officer Representatives (CORs), Contract Administrators, Project Managers, Quality Assurance Evaluators, etc.) complete the AEM Phase I training.
  - (c). CORs are responsible for AEC duties for contractors which has contracts for less than one year or contractors that do not have an AEC appointed and trained.
- (5). Personnel may perform more than one additional duty, however there are some limitations. The Activity must determine which additional duties are to be consolidated.
- (a). AECs, both primary and alternate are required. An AEC could perform HWC duties, however at that point, they can no longer perform AEC duties.
  - (b). HWCs and UECs are interchangeable and typically don't require both in the same Activity.
  - (c). TAs may be assigned the additional duties listed in (3) above.
- (6). Ensure the timely submission of environmental data to CED-EE IAW the following EMPs:
- (a). Air emissions - EMP 4.4.6.1.
  - (b). Water – EMP 4.4.6.2.
  - (c). Pesticides – EMP 4.4.6.12
- C. Training requirements:
- (1). Basic Environmental Management Awareness (BEMA) training is required by all Military E-4s & below; and civilian non-managerial and non-supervisory personnel excluding students in training and

family members living in Family Housing. Ensure new personnel receive training within 30 days of reporting for duty. BEMA training is required on an annual basis.

- (2). Leadership Environmental Management Awareness and Competency (LEMAC) training is required by all Military E-5s & above; and civilian managers and supervisors to include contractors. Ensure new personnel receive training within 30 days of reporting for duty. LEMAC training is required on an annual basis.
  - (3). Advanced Environmental Management (AEM) training. Is required by
    - (a). Activity Technical Advisors: AECs, UECs, and HWCs
      - i. Activity Environmental Coordinators (AECs)
      - ii. Unit Environmental Coordinators (UECs)
      - iii. Hazardous Waste Coordinators (HWCs)
    - (b). Commanders, Directors, and Contractor Leadership having appointing authority of AECs, HWCs, and UECs must take the AEM Phase I Introduction module only. Not required to take HazCom unless working with Hazardous Materials.
    - (c). Contracting Officer's Representatives (CORs) managing contracts where Contractor is required to manage Waste Sites (TSS, SAS, or NHS).
    - (d). CORs must take the AEM Phase I training.
    - (e). AEM Phase I and HazCom are required before taking AEM training.
  - (4). HazCom training:
    - (a). The Industrial Hygiene Office is responsible for HazCom training and it's available on the ESOHTN site.
    - (b). Is required by, but not limited to the following:
      - i. Personnel who handle Hazardous Materials (HMH).
      - ii. Personnel who handle Hazardous Wastes (HWH).
      - iii. Personnel who handle Universal Wastes (UWH).
      - iv. Personnel who are assigned as Building Recycling and Energy Monitors (BREM).
      - v. Personnel who are assigned as Recycling Coordinators (RC).
- D. Advanced Environmental Management (AEM) training scheduling and administration:
- (1). AECs will coordinate with CEIE the registration of all personnel being assigned as AECs, UECs, and HWCs by his/her activity. Ensure all FEVA Form 32-643 forms are correctly completed and turned-in by the published suspense date for each class.
  - (2). Must submit a correctly completed and signed FEVA Form 32-643, "AEC, UEC, and HWC Appointment and Training Record", EMP 4.4.2 Tab 4 to CEIE:
    - (a). Initial AEM:

- i. By the required suspense date listed on the training announcement or personnel will not be allowed to attend. Normally the first day of March or October.
  - ii. This is classroom style training.
- (b). Refresher AEM:
  - i. By the required suspense date listed on the training announcement. Normally the last day of March or October.
  - ii. This is on-line training utilizing the ESOHTN training site only.
  - iii. Coordinators who **Do Not** meet this suspense will have a lapse in training and will be required to attend Initial training to be recertified.
- (3). AEM training announcements will be disseminated by Email approximately 30 days prior to class date and is posted on the ESOHTN Web site: <http://esohtn.com/>
- (4). AEM training is normally presented during the months of March and October and the normal suspense for submission of the FEVA Form 32-643 is the first of March or October.
  - (a). The FEVA Form 32-643 is used to reserve classroom space and certify the training.
  - (b). Instructions for completing FEVA Form 32-643 are listed in EMP 4.4.2 Tab 4.
    - i. Original forms with original signatures must be submitted.
    - ii. Forms must be typed
    - iii. Current version of the form must be used.
    - iv. Copies will not be accepted.
  - (c). All prerequisites must be completed and recorded on the form at time of submission and certified by the Commander or Director.
    - i. HazCom Training - Date training completed
    - ii. AEM Phase I - Date the last Part was completed
  - (d). AECs, UECs, and HWCs are required to have an Email address and it must be recorded on FEVA Form 32-643. This must be a government or company Email address which is accessible during normal business hours. No personal Email addresses will be accepted.
- (5). AECs, UECs, and HWCs must be appointed and trained before they can assume any duties.
- (6). AECs, UECs, and HWCs must make a minimum score of 70% on the AEM test.
  - (a). AECs, UECs, and HWCs which do not make the minimum score are considered to have a lapse in training. AECs, UECs, and HWCs must re-take the Initial AEM course to be re-certified.
  - (b). AECs, UECs, and HWCs that let their training lapse must be immediately removed from Coordinator duties.
- (7). Must complete "HazCom" training prior to submitting the FEVA Form 32-643. This training is available on the ESOHTN Web site.

- (8). CEIE provides this training at no cost to Activities; however, if Activities fail to send personnel, they may be required to contract out this service at their cost to meet their training requirements.

E. Training Records:

- (a). Maintain environmental awareness and competency training records for 3 years.
- (b). Designated AECs for each Activity will be appointed as Training Managers (TMs) within the ESOHTN system and will be responsible for ensuring and monitoring of Activity personnel.
- (c). Activities will report the completion status of BEMA and LEMAC training to CEIE by 10 Jan of each calendar year (CY) for the previous CY via email. Activities must report:
  - i. Number of personnel assigned.
  - ii. Number of personnel trained using ESOHTN for BEMA and LEMAC separately.
  - iii. Number of personnel trained not using ESOHTN for those personnel only that do not have computer/email access.
  - iv. The goal is 100%. If this percentage is less than 90%, then the Activity must provide an explanation.
  - v. The information will be reported using: EMP 4.4.2 Tab 6 Training Report. Information should be consolidated at the highest reasonable level and submitted, e.g., one report to the 7<sup>th</sup> Bde; 128 Avn Bde; TRADOC HQs, etc.).
- (d). CEIE will maintain the AEM training records; however, each Activity will maintain a copy for their records under the control or supervision of the AEC. These will be checked during Activity assessments.